

A student has to read the following and has to give his/her acceptance by submitting the same before depositing of the fees

GENERAL EXAMINATION SYSTEM

The DDCE, Utkal University is a constituent college of the Utkal University. All Degree / Diploma Examinations are conducted by the Controller of Examinations, Utkal University. Normal examination schedule has been indicated in the Academic Calendar (PG). The Controller of Examinations, Utkal University publishes a general schedule of all University Examinations in leading local dailies. The detailed Program of various examinations are also communicated to all affiliated colleges of the University. DDCE shall be the Centre of Examination for all courses. For BA/ B.Com. additional centers are arranged in select affiliated colleges.

Centers of Examination are indicated along with the course details. The Controller of Examinations and the Director, DDCE at their discretion may change the centre of examination of any student. At the time of admission, the students are required to fill up their examination forms online. They are required to deposit the Examination Fees as per instruction from DDCE. For all other examinations, forms are filled up online six months before the scheduled date. Before the commencement of the examination, the DDCE issues admit card specifying centre of examination online. Student is required to download the same. In case of any discrepancy, the student is required to report to the DDCE in person. Change of examination centre is allowed only on the event of the death of parent / legal guardian and / or Transfer of self or parents. Besides the usual fees payable to the University, a student has to pay a sum of Rs. 100/- to DDCE for centre change. Such request will be entertained one month before the commencement of the examination. Permission for change of centre is given purely on the discretion of the Director, DDCE and / or Controller of Examinations, Utkal University. A student has to carry the DDCE Identity Card to the centre of examination. For BA & B.Com different centres are identified. For MA/M.Com/MSW /All Management courses and Computer Science courses DDCE shall be the centre. Candidates, who are booked under malpractice have to fill-up the repeat exam, form with an undertaking without waiting for the award of punishment.

Arrangement for downloading admits cards have been introduced. Please visit www.ddceutkal.ac.in. Arrangement for Online form fill up is under process. **PLEASE NOTE DDCE WOULD NOT ISSUE** any individual communication regarding examination. **PLEASE DOWNLOAD ADMIT CARD & PROGRAMME.**

CERTIFICATION

The University Registration Number is issued by the DDCE on behalf of the Controller of Examinations, Utkal University . Students passing out the qualifying examination from Boards other than C.H.S.E., Orissa and OSTEC are required to submit Migration Certificate along with the application form. Migration Certificate is issued by the Controller of Examinations, Utkal University on payment of prescribed fees and the application form are to be deposited for obtaining the same.

Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all dues. Original Degrees / Diplomas are issued by the Controller of Examinations. One may download mark sheet from our website.

Students discontinuing before completion of any course are to apply for C.L.C. in prescribed forms, to the DDCE.

During the current session the submission of CLC/Migration are not mandatory. However if a student seeks the same after completion of the admission then the CLC / Migration must have submitted in original at DDCE within one month from the date of admission.

DUPLICATE REGISTRATION NO., CLC & IDENTITY CARD

For duplicate Registration Number a candidate is to pay Rs. 150/- and the Challan is to be made at Utkal University Counter. For duplicate CLC an affidavit/ Self Declaration is required and a fee of Rs. 200/- is to be paid.

Identity Card will be issued to the student on completion of admission process. Duplicate Identity Card will be issued on payment of Rs. 50/- with a self declaration. If a student applies for CLC after 5 Years from the completion of the course he / she has to deposit Rs.500/- and produce an affidavit/ self declaration with all relevant information / declaration.

TRANSCRIPT

Those seeking employment and admission outside India may require transcripts. They have to apply to the Controller of Examinations, Utkal University, Vani Vihar, Bhubaneswar - 751004. A fees of Rs 250(subject to change) is payable to the Comptroller of Finance Utkal University through Bank challan at State Bank of India, Utkal University, Vani Vihar, Bhubaneswar. There are no 'online' arrangements. Students are advised to contact the office of Controller of Examination either personally or through their contacts at Bhubaneswar.

MIGRATION

Those who have received online Registration Number i.e. since 2011 admission Batch can receive their migration from Director, DDCE, Utkal University. Those who had joined as fresh students of Utkal University since 1997 can also receive their migration certificate from Director DDCE. All are required to E-Mail their application to helpline@ddceutkal.ac.in DDCE would guide them. Only e-applications shall be processed. They would be required to surrender their registration number and pay requisite fees of Rs 200/- at University.

GENERAL AND EXAMINATION INSTRUCTIONS

- DDCE does not send information on Schedule of Examination by post. One has to visit website for all the notices.
- DDCE shall not be responsible for any postal delay.
- Telephonic enquiry cannot be treated as authentic. Notices in web and variations in web are only authentic.
- Fees once deposited cannot be refunded. DDCE will not be held responsible for any lapses on the bank/transfer of fees. In case of any delay a student may verify the same at the branch of Canara bank (e- Syndicate). You are requested to follow up by sending mail to helpline@ddceutkal.ac.in
- DDCE does not provide any Hostel Accommodation.
- DDCE does not provide placement service.
- DDCE does not lend books from its Library.
- DDCE does not provide any travel concession.

- Due to Covid-19 pandemic the Contact Classes may be conducted in the online mode.
- A student has to provide his/her own whatsapp number & E-Mail id for attending the online Personal Contact Program (PCP).
- The PCP (Contact Class) will be conducted continuously/ on different dates/ different times (Morning 7a.m to Evening 9 p.m).
- The detail schedule (Link/ Password) will be informed to the students in the website/whatsapp group/Mobile number.
- The classes will be conducted in Zoom App/ Google Meet App/ Microsoft Team/ YouTube App/Google Classroom App etc.
- The students are need to switch off their Audio and video during the online class for the smooth conduct of the class.
- The students are required to drop their questions and queries in the chat box and the same questions/ queries/ doubts will be resolved by the counselor during the class or the subsequent classes.
- The student has to carry an Android phone/Laptop with internet connectivity for attending the online PCP.
- DDCE does not provide entire course material. For language and literature subject student is required to procure the prescribed text. Partly course material is placed in our website. In place of printed material we provide at times DVDs/CDs.
- Our students do not receive any scholarship or stipend from Govt. Agency.
- Course Fees are not reimbursable from any other source.
- In those courses in which DDCE is unable to supply course material, the students are advised to attend PCP, as they will be compensated with notes in the given subject by the respective counselor's.
- The PCP will be conducted only when the no. of students are more than 5, however in such case the coordinator may take the decision for conducting the contact classes in prior consultation of the counselor's.
- DDCE does not conduct any Study tour and Picnic for the students.
- Utkal University is NAAC A+ Category-I University. Distance Education Bureau has given autonomy to DDCE, Utkal University to run its programme. All the Courses presently offered by DDCE are approved by DEB. Details are available in the website.
- For update student must visit www.ddceutkal.ac.in.
- The Readmission notice (Fees/ Date Line) will be uploaded in the website.
- Please note that DDCE remains closed on all public holidays including every second Saturday of the month and all Sundays. We follow the Utkal University Holiday List (for its office).
- The notified exam schedule/ PCP schedule may change under any unavoidable circumstances such as natural calamities, strike etc. Such information will be provided in the website.
- During Examination answers should be precise, to the point and you must use space judiciously. No additional sheet shall be provided. Additional margins must not be used. Your handwriting should be legible.
- No temporary absence is allowed during the first hour. For 3hr duration exam only 1 (max) and for a 4hr duration exam only 2 (max) temporary absence is allowed. You must not carry answer script or question paper outside the hall under any circumstances. Temporary absence beyond 5 minutes is not allowed. Temporary absence is permitted by the invigilator.
- No examinee should carry anything to the hall except pen, pencil, eraser, I-card, Admit card, permission letter, non-

scientific calculator (where allowed), scale, purse, sharpener and refills. Carrying MOBILES PHONE OR ANY OTHER GADGET is strictly prohibited. DDCE has no arrangement for safekeeping of your mobiles. Placing mobiles/ bags etc. at a common identified place is at your own risk. DDCE shall bear no responsibility for theft etc.

- Please park your two wheelers/ other vehicles at designated place only. Parking at DDCE is at owner's risk. You are advised to double lock your vehicles. DDCE shall bear no responsibility for the safekeeping of vehicles. Number of Thefts have been reported in past.
- Physically challenged/ Differently-abled/ nursing mother/ pregnant women etc. who require special arrangement need to apply to Controller of Examination (COE) at least 15 days before the commencement of examination. In case of a writer being engaged, complete details of the writer including ID Proof and highest educational qualification etc. are to be provided and this needs to be approved by the Director, DDCE and Controller of Examination, Utkal University. DDCE shall not take any responsibility unless all formalities are completed as above. In case of multiple writers, the details of scribe are also to be produced. Writers should be students pursuing a lower course.
- Examinees are subject to physical checkup by officials both at the gate and in the examination hall.
- Indiscipline in any form and malpractice in any form shall be seriously viewed.
- Students are required to download admit cards, verify centers of examinations, subjects etc. well before commencement.
- Students are required to carry sealed water bottle (Poly pouch/ packet is not allowed) to the examination hall.
- All PG/ MBA/ OTHER EXAMINATION under CBCS have two components-(university/ Internal)-appearance and passing in both components is the requirement. Appearance at only one part would automatically lead to failure.
- Failed candidates are required to attend both assignment test and University exam.
- If any examinee will be found misbehaving the invigilator then serious action will be taken against him/her.
- If a student refuses to sign the Malpractice form then the Center Superintendent can also book the candidate.
- Visit www.ddceutkal.ac.in for Examination schedules.
- In case of Malpractice, the decision is taken by the appropriate committees of the University. A candidate may reappear at the subsequent examination with an undertaking.
- In case of non-availability of marks or being marked absent in spite of presence, Candidate is required to obtain attendance and memo copies. Further such candidates are to fill-up form for re-appearance pending location of marks.
- Students admitted in Computer Sc. Streams are instructed to bring their own Laptops for the Lab purpose.
- I have read the above, understood the content and I agree.

(Full Signature)

Name: _____

Course: _____

Enrollment No: _____